

INTERVIEW CLOTHING CHECKLIST FEMALE

DON'T TAKE THE CHANCE

At a job interview, even one of the following items can negatively affect that first impression:

- Chewing gum or smoking
- Physical habits such as tapping fingers or clicking pens, bouncing legs or shuffling feet
- Messy or unclean hair
- Negative body odors or strong cologne/perfume
- Visible tattoos
- Torn or patched clothing
- Unusual hair, such as lettering cut into it, spikes, bleached, odd colors
- Too much jewelry or jewelry attached to odd places visible on the body (such as nose piercing)
- Worn or unpolished shoes; gym shoes
- Any form of poor grooming

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YES NO

_____ _____ I know what the company's employees wear to work.

_____ _____ What I will wear to the interview will be equal to or one step better than what the employees wear.

Manufacturing Jobs (Machine Operator, Driver, Handler)

SHOES

_____ _____ Clean or well polished.

SOCKS

_____ _____ White or colored socks or hose with slacks. Neutral colored hose with skirt or dress.

PANTS

_____ _____ Pressed slacks, conservative dress or skirt and blouse.

SLACKS/DRESSES/SKIRTS

_____ _____ Pressed slacks, conservative dress or skirt and blouse.

BLOUSE

_____ _____ Button up or pull over blouse with medium to high neck.

SUIT

_____ _____ Seldom if ever worn.

JEWELRY

_____ Minimum

Sales Jobs (Retail, Field Representative, Counter)

SHOES

_____ Well polished – no tennis shoes.

HOSE

_____ Required (neutral color)

DRESSES/SKIRTS

_____ Dressy but conservative dress or matching/coordinated skirt and blouse.

BLOUSE

_____ Dressy button up blouse. Pull over blouse with medium to high neck.

SUIT/JACKET

_____ Optional but not required..

JEWELRY

_____ Minimum

Service Jobs (Banks, Utilities, Medical, Dental)

SHOES

_____ Dressy-medium heels.

HOSE

_____ Required (neutral color)

DRESSES/SKIRTS

_____ Conservative business dress or matching/coordinated skirt and blouse.

BLOUSE

_____ Dressy button up blouse (tie or scarf optional). Pull over blouse with medium to high neck.

SUIT/JACKET

_____ Not required but suggested for banks.

JEWELRY

_____ Minimum

Office Positions

Clothing expectations are the same as in the Sales and Service areas.

Other Jobs

POSITION _____

SHOES _____

SOCKS _____

PANTS _____

SHIRT AND TIE _____

SPORT COAT/SUIT _____

JEWELRY _____